

All USPHS Commissioned Officers:

As we continue our efforts to develop a ready and responsive Corps, the Acting Assistant Secretary for Health, RADM Beato, has asked that the Corps database of contact and deployment information be fully populated by October 1, 2004.

Therefore, I am directing all USPHS Commissioned Officers to go to the database portal at <http://ccrf.hhs.gov/ccrf>, login, and enter your information on your Officer Page. In particular, you are directed to enter name, address, phone number (s), deployment role, certifications or specialties, and other contact information, and your supervisor's name, address and phone numbers(s) and other contact information. **All Commissioned Officers must enter their data by October 1, 2004.**

If this is your first time to login to the Office of Force Readiness and Deployment (OFRD) site, use your PHS serial number as your login name, and the first initials of first name and last name plus the last four digits of your social security number as your initial password (i.e., AB1234). If you have difficulty with the login, email [ccrf@osophs.dhhs.gov](mailto:ccrf@osophs.dhhs.gov) for assistance.

The importance of the database containing this contact information for you and for your supervisors cannot be overstated. In recent efforts to staff the response for Hurricanes Charley, Frances and Ivan, OFRD relied on the information entered by all of you to contact officers, their supervisors, and to provide details for deployments.

Thank you for your attention to this order.

VADM Richard H. Carmona, M.D., M.P.H., F.A.C.S.  
United States Surgeon General